



Job Advertisement

ADMINISTRATIVE ASSISTANT I TOWN CLERK'S OFFICE

The Town of Bedford (pop. 14,058) is searching for a full-time (35 hrs/week) Administrative Assistant in the Town Clerk's office. Duties include, but are not limited to: serving as an archival assistant for the Archivist to archive record series including disposition of records, developing and updating finding aids plus series indices, inserting records into archival folders and boxes with appropriate file labeling according to archival standards; processing transactions and entering transactions into the cash register, recording and tracking births, deaths and marriages, preparing and maintaining birth, death and marriage indices, researching public records requests, scanning, filing, and providing information to the public.

Knowledge, Skills and Abilities:

- Strong writing and proofreading skills
- Meticulous attention to detail
- Extensive knowledge of correct grammar, spelling, and punctuation
- Knowledge of record keeping procedures and practices
- Excellent people and organizational skills
- Working knowledge of Microsoft Office Suite

The hours for this position are Monday through Friday, 8:00 a.m. to 4:00 p.m. Starting salary for this position is \$22.41 per hour. The Town of Bedford offers a comprehensive benefits package.

Previous education and/or experience in a municipal setting or archives preferred. Associate's Degree or Bachelor's Degree also preferred. Combination of experience and education may be substituted.

Application for employment may be downloaded at:

www.bedfordma.gov/employment

The Town of Bedford Job Application is required to be completed in full by all applicants regardless of whether a resume is submitted.

Please send completed applications, resume and letter of interest to:

Sarah Buhler, Human Resources/Management Analyst

HumanResources@bedfordma.gov

Town of Bedford

10 Mudge Way

Bedford, MA 01730

or fax to (781) 275-6310

Applications received by Friday, December 2, 2016 will be given first consideration.

The Town of Bedford is an Affirmative Action / Equal Employment Opportunity Employer.